

CHECKLIST FOR APPLICATION PACKAGE FOR EMERGENCY SHELTER

Form or Document	Requirement	Is Form or Document Enclosed? (Yes or No)
HS-1971 Application Form	Must be completed and enclosed with your application package.	
Budget	The budget attached to the HS-1971 Application Form must be completed.	
Documentation of Federal Income Tax Exemption from Internal Revenue Service IRS)	Must submit a copy of letter from IRS if institution is private non-profit.	
Documentation for Church Affiliated Applicant	Must submit letter from the Chairman of the Governing Board or Pastor who authorizes CACFP application, and a copy of letter for state sales tax exemption for church.	
Documentation of Approval to Submit Application for Public or Private Non-Profit Institution	Must submit copy of minutes of Board meeting in which CACFP application was approved (state colleges and universities are exempt from this requirement).	

Checklist Completed By: _____
Name of Institution Official

_____ Date